



JOB DESCRIPTION

POST TITLE:	Teaching Assistant for ADHD
RESPONSIBLE TO:	Assistant Headteacher SENDV SENDV Manager
GRADE:	D
POSTHOLDER:	TBC

Purpose of the role:

The post holder will work with the HLTA for ADHD for delivering intervention and working with a range of stakeholders to provide effective support for pupils with a specific special educational need. The role also requires supporting management of pupils in assisting the teacher in the management of pupils and the classroom.

Specific Duties:

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the learning experience.
- To deliver planned interventions to a range of pupils identified by the Intervention Manager and HLTA for ADHD
- To work closely with the Intervention Manager and HLTA for ADHD on reporting around student attendance, student engagement, with baseline and end data, around all interventions
- To set up, monitor, deliver and promote the engagement of computer based programmes such as iDL, Bedrock and SENECA

Support for Teachers

- To provide feedback to teachers around how the intervention outcomes can be embedded into future teaching and learning strategies.
- Administer routine tests and invigilate exams

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses, including undertaking literacy and numeracy programmes, recording achievement and progress, including feeding back to teachers.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To update Edukey / Class Charts / Arbor to ensure individual records are up-to-date and accurate
- To apply academy policies in relation to rewards and sanctions.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher, Deputy Headteacher and Assistant Headteacher of SENDV.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....

Date:.....

Print Name:.....